

**ARTICLE 31
RECLASSIFICATION REVIEW**

- A.** An employee may request a review of the classification of their position. The review shall be based on the employee's job description, as approved by their supervisor. Requests for reclassification shall be processed by the University office responsible for reclassification review.
- B.** If the employee makes the request for review of a classification and the supervisor fails to respond within 30 calendar days, the employee may forward the request to the designated University office responsible for classification review.
- C.** The salary adjustment, resulting from a reclassification, if any, shall be retroactive to the first day of the month following the date on which the request to the designated University office was received.
- D.** The University's decision to reclassify or not to reclassify is not subject to either the grievance or arbitration procedures.
- E.** An employee may request a review of a decision denying a reclassification. The request for a review shall be made in writing to the Human Resources Office within 30 calendar days of the date on which the reclassification decision was issued. The request shall state the basis upon which the employee is requesting a review. The result of the review shall be issued in writing by a representative of the Human Resources Office. The representative who issues the second decision may not be the same individual who performed the initial review.